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7
Pay Period Dates
Begins _____
Ends _____

1 Employee Name: Tom Temporary
2 Personnel ID #: 123456
3 Agency/Division: DHHS/Public Health
4 Location: Front Street
5 Supervisor: Sara Supervisor
6 Supervisor Phone Number: (919) 555-5555

Make sure you give a copy of your timesheet to your supervisor.
THIS IS VERY IMPORTANT!

Confirmation Number **11** (FOR FAXED TIMESHEETS ONLY!)

8 - recording correctly

Week	Sat		Sun		Mon		Tue		Wed		Thur		Fri		Total Regular Hours	Overtime Hours
	Date	Hours	Date	Hours	Date	Hours	Date	Hours	Date	Hours	Date	Hours	Date	Hours		
1st	5/6/17		5/7/17		5/8/17	8.00	5/9/17	8.00	5/10/17	8.00	5/11/17	8.00	5/12/17	8.00	40.00	
2nd	5/13/17		5/14/17		5/15/17	7.00	5/16/17	9.00	5/17/17	5.00	5/18/17	3.00	5/19/17		24.00	
Totals															64.00	0.00

Carefully track your work dates and times; record it in the appropriate space. **Before you work on a state holiday, please make sure you have prior approval from your supervisor and have your supervisor initial the holiday time on this timesheet.** Make sure that you have completed **all requested information**, and you and your supervisor have signed your timesheet before submitting it. Refer to the pay schedule for pay period and pay day information. A separate timesheet must be used for each pay period and for new assignments. **A false statement or misrepresentation of hours on a timesheet is a serious violation and may result in dismissal.**

I certify that all hours reported have been recorded accurately. 9	TEMPORARY SOLUTIONS OFFICE USE ONLY Regular Hours _____ Overtime Hours _____ Holiday Hours _____ Entered By _____ Job Order Number _____
Employee Signature _____ Date _____	
I certify that all hours reported have been recorded accurately. 10	
Supervisor Signature _____ Date _____	

☐ Temporary Solutions

☐ Employer Copy

☐ Temporary Employee Copy

Rev 11/05/2018

How to fill out a Temporary Solutions Timesheet

- 1- Print your name as shown on your Social Security Card. **No Nicknames.**
- 2- Your Placement Counselor will call or email you your Personnel ID number. This number **MUST** be on each timesheet you submit. If you have not received your Personnel ID number before submitting your first timesheet, please contact the Placement Counselor that handled your paperwork and placement.
- 3- Print the Agency and Division name that you are temping for.
- 4- Your worksite Location: Example - Raleigh, Morrisville, Building Name, etc.
- 5- You must write your supervisor's name.
- 6- We need your supervisor's phone number, just in case we have a question about your timesheet.
- 7- Print the Pay Period Dates from the Pay Schedule.
- 8- Record your date and time in the appropriate area. Temporary Solutions workweek starts on a Saturday and ends on Friday. For positions that are subject to overtime, hours work over 40 hours within that workweek will be calculated at time and one-half. For positions that are exempt from overtime, you will be paid straight time for hours worked over 40 hours in a workweek.
NOTE: If you work on a holiday, your supervisor MUST initial the holiday. You will not get paid if the holiday is not initialed prior to handing in your timesheet. You need prior approval from your supervisor to work overtime.
- 9- You must sign your timesheet.
- 10- Your supervisor's signature is required to process your timesheet.
- 11- Temporary employees can fax time sheets. Call for confirmation number first.